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MEMORANDUM FOR: All Recruiters

SUBJECT : Resumption of Field Testing

REFERENCES : A. FY 68-44

B. FY 68-50

I. Purpose

This memorandum provides guidance and outlines recruiter responsibilities in connection with the Agency's new field testing program.

II. Background and General Information

A. Reference A refers to an incident which made it necessary to suspend the FCDP and review our entire program of testing applicants in the field. Reference B outlines the procedure to be followed during the interim no-testing period.

B. The incident described in paragraph 3 of Reference A brought to light the "flap" potential inherent in the manner in which the FCDP had been conducted to date. CIA was testing applicants at many campus test centers without the knowledge or approval of appropriate officials of the academic institutions involved. It is recognized, of course, that the majority of test administrators concerned were aware that the FCDP was the Agency's test. Nevertheless, the fact that the FCDP was not known to be CIA's testing mechanism exclusively left us open to a charge of subterfuge. Even the name--Federal Career Development Program--could be used to support such a charge.

C. In light of the foregoing, the decision has been made to discontinue the FCDP. It has also been decided that field testing of applicants for certain professional positions is desirable and that testing will be resumed after a suitable "cooling-off" period utilizing a different test battery and procedure.

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III. The New Program

A. The new testing program will be known as the Professional Applicant Test Battery (PATB). It will be



will be so identified to appropriate academic officials and their approval obtained prior to use of their respective campus test centers for administering PATB.

B. It is planned to continue using on-campus test facilities at those institutions where we have encountered no trouble to date and where, as far as can be determined, none is anticipated. A listing by recruiter region of these institutions appears in the attachment to this memorandum. It is appropriate officials at these institutions who must be briefed and grant the approvals in accordance with paragraphs IV and V below. Off-campus test sites will be arranged as needed in areas where we have had or may expect difficulties.

IV. Recruiter Responsibility in Introducing New Program

A. It has been determined that the professional field recruiters are the individuals who should introduce the new program to appropriate officials at colleges and universities having test centers desirable for administering PATB. Although it is not intended to publicize the new program on a more widespread basis than necessary, appropriate officials must be made aware that it is the Agency's method for testing professional applicants. "Appropriate" officials for this purpose must have sufficient status to be able to authorize use of their test facilities. It appears the Directors of Counseling and Testing (other titles might be used to identify this position) and Placement

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Directors will meet this criteria. There may, of course, be local situations where recruiters feel that other officials should be informed. We will rely upon the judgment of the recruiter in these instances. Recruiters should suggest to officials briefed by them that they should feel perfectly free to report and discuss the program with any of their associates they deem necessary and appropriate.

B. To avoid unnecessary and unwanted publicity, inauguration of the new program is to be done in as low-key manner as feasible. WE MUST NOT, HOWEVER, TAKE ANY ACTION OR FOLLOW ANY PROCEDURE WHICH COULD RESULT IN THE AGENCY BEING ACCUSED OF SUBTERFUGE OR CLANDESTINITY IN THE CONDUCT OF ITS APPLICANT TESTING PROGRAM. THIS, AFTER ALL, IS THE ONLY REASON FOR ADOPTING THIS NEW COURSE OF ACTION.

V. Guidance for Recruiters in Explaining PATB

Briefing of appropriate officials of the institutions whose test facilities we hope to utilize should be along the following lines:

"A few years ago CIA, having observed the experience of NSA, State and other agencies, decided to use written tests as an aid in selecting junior professional employees, particularly its Career Trainees. We

"The tests have proved to be very useful and we have decided to make wider use of them as a regular feature of our selection process for professional employees. After some experimentation we have agreed with [] upon a standard set of objective tests which we wish to have administered to candidates who will be referred by our field representatives. It will be called the PATB and it will be CIA's test, though there is nothing in its content of peculiar relevance to CIA.

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It will be just another test battery, part of your testing center's inventory, to be administered to individuals upon request under such arrangements [redacted] may work out with you. We do not plan to offer it on a mass basis at regularly scheduled dates, like State Department's EJO examination, with prior announcement and publicity.

"We have asked [redacted] to arrange a number of test sites on a regional basis so as to make them as conveniently available as possible. Unless there is objection, we would like to start using the PATB as of 1 July 1968."

We must anticipate that some interested official may ask for more specific information about our testing practices heretofore. If so, you may tell him that we used the NSA tests for a while (it was about two years) through cooperative arrangements with NSA [redacted] and then adopted the more comprehensive ECDD battery. Each was useful and most of their content is incorporated in the PATB. We rely upon your judgment to be responsive to such questions if they arise, giving details only to the extent necessary.

VI. Action Required

Unless you have pertinent comments or questions, you may proceed at once to brief the appropriate officials at the institutions listed in the attachment. After briefing and receiving approval for our testing program you will report in a memorandum for the record the date of the briefing, the individuals briefed and their comments and reactions.

[redacted]
Chief, Recruitment Division

Attachment